

PERSONNEL

Substitute Employment

The Board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the District may use a substitute in place of a regularly contracted staff member when:

- A. Enrollment uncertainties exist at the beginning of a school year, or
- B. Resignations of regular staff do not allow sufficient time for the District to employ an immediate replacement.

On either of the latter occasions the District shall employ a full-time elected staff person within a reasonable time.

The superintendent shall be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed, and compensated.

The Board authorizes the employment of a classified substitute in the absence of a classified staff member at the discretion of the principal or supervisor.

**Cross References:**

- (cf. 1610 Conflicts of Interest)
- (cf. 5612 Temporary Administrators)

**Legal References:**

- RCW 28A.400.300 Hiring and discharge employees--Leaves for employees--Seniority and leave benefits, retention upon between schools
- RCW 28A.330.240 Employment Contracts
- RCW 28A.405.900 Certain certificated employees exempt from chapter provisions
- RCW 41.32.570 Suspension of pension payments--Service as substitute teacher
- RCW 42.23.030 (9) Interest in contracts prohibited--Exceptions
- WAC 180-79A-231 Limited certificates

Adoption Date: January 22, 1986

Revised: May 23, 2001

Revised: December 12, 2001